

Handbook - Children

2026



MELBOURNE
INSTITUTE OF
≡ DANCE ≡



Melbourne Institute of Dance

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1.0 Mission Statement

We nurture each student's passion for dance—one step at a time!

Melbourne Institute of Dance offers Classical Ballet and Contemporary Dance training for students from the age of three. Whether pursuing a career in dance or exploring movement for personal expression, our dedicated team provides the knowledge and support to help every dancer achieve their full potential.

Our training is grounded in the Russian (Vaganova) method, enriched with current industry practice, and tailored to meet the needs of Australian dancers today. This strong foundation equips students to excel nationally and internationally.

Contemporary Dance training is also a core element of our programme. We recognise the evolving artistic landscape and ensure students benefit from the depth of our professional experience.

Melbourne Institute of Dance strives to set the standard for dance education in Australia through excellence in teaching and a commitment to student growth.

1.1 Values

At Melbourne Institute of Dance, we value:

- **Excellence:** Upholding the highest standards in dance education and inspiring every student to achieve their best.
- **Inclusivity:** Welcoming children aged three (3) and above, of all abilities and backgrounds.
- **Respect:** Treating everyone with kindness and professionalism.
- **Creativity:** Encouraging individuality and artistic expression.
- **Commitment:** Promoting discipline, consistency, and perseverance.
- **Community:** Building strong, supportive connections within and beyond the studio.

1.2 Statement of Commitment to Child Safety

Melbourne Institute of Dance is committed to providing a safe, inclusive, and nurturing environment for all children and young people, including Aboriginal and Torres Strait Islanders. We prioritise their wellbeing, protection, and right to participate in dance free from harm or abuse.

Every person (including but not limited to staff members, teachers, and volunteers) is responsible for upholding this commitment and ensuring that child safety—including cultural safety—is ingrained in our culture, decision-making, and daily practice.

Melbourne Institute of Dance is committed to providing a safe, inclusive, and nurturing environment for all children and young people. We prioritize their wellbeing, protection, and right to participate in dance free from harm or abuse.



Every person (including but not limited to), staff member, teacher, and volunteer is responsible for upholding this commitment and ensuring child safety is ingrained in our culture, decision-making, and daily practice.

1.3 Shared Spaces

MloD is a shared learning environment Children's classes may run concurrently with Adult classes, and students may share foyers, corridors, waiting areas, and changing rooms.

Students, parents, and guardians must:

- Behave respectfully and appropriately in these shared areas
- Be mindful of MloD's child safety expectations and professional boundaries
- Avoid unnecessary interaction with adults unless directed or supervised by MloD staff
- Respect the privacy and personal space of all students, regardless of age
- Follow staff instructions to ensure safety and comfort for everyone
- All students must be mindful of MloD's child safety expectations in shared or mixed-age learning environments

1.4 Terminology Used

In this handbook, Melbourne Institute of Dance may also be referred to as "MloD"
The term "you" refers to the child dance student.

1.5 About this Handbook

This handbook provides a summary of key expectations for children enrolled at Melbourne Institute of Dance. It is designed to offer practical guidance on conduct, presentation, participation, and safety within the studio environment.

The full Terms and Conditions, Policies and Procedures, and Code of Conduct are available on our website at www.melbourneinstituteofdance.com/policies. These documents are the legally binding versions that govern enrolment and ongoing participation.

This handbook applies to all students aged 16 and under who are enrolled in children's programs at MloD.

Students aged 16 and over who take part in adult-level classes are subject to both the Children's and Adult Policies and Procedures. Students aged 16 and 17 are legally minors and must have a parent or guardian sign their enrolment form, even if enrolled in adult programs. They remain protected under MloD's Child Safety Policies at all times.



2.0 Method and Curriculum

We are committed to providing students with the highest standard of dance education. Our curriculum blends classical ballet training, contemporary dance techniques, and complementary styles to develop well-rounded dancers with technical precision, musicality, and artistry. Each style is carefully introduced at the appropriate stage of a student's training to ensure safe, progressive development.

Dance Styles We Teach

We offer a range of styles to develop versatile, confident dancers. Ballet is our foundation, with contemporary, character, and jazz providing complementary skills in movement, artistry, and performance.

2.1 Classical Ballet

Our Classical Ballet classes are based on the Russian method (Vaganova). Developed over 100 years ago by Agrippina Vaganova, this methodical training system continues to evolve and is recognised as one of the most respected methodologies in the world.

Training in the Vaganova method develops strength, flexibility, control, and musicality through a holistic, full-body approach. It emphasizes the expressive use of the arms and upper body.

This system is the preferred training method of many leading ballet companies and schools worldwide, producing technically skilled and artistically expressive dancers.

2.2 Contemporary Dance

Our Contemporary Dance classes draw on techniques developed by Martha Graham, Merce Cunningham, Lester Horton, and the Alexander Technique. These foundations are then blended with current dance trends.

Students learn movement rules before exploring adapting, blending, and extending them. This builds a broader vocabulary of movement, quality, and artistry.

Because of its complexity, Contemporary Dance is introduced in Level 3 and continues through to Level 8. It must be taken in conjunction with Classical Ballet classes to ensure a strong technical base.

2.3 Character Dance

Designed to explore different cultures, Character dance is a specific subdivision of classical ballet. It is the stylised representation of a traditional folk or national dance, mostly from European countries, and uses movements and music adapted for the theatre.



It is integral to most classical ballet repertoire and can be seen in many great full-length ballets. Usually performed in heeled shoes, these classes begin at the barre, like a ballet class, and finish in the centre where traditional dances are learnt.

This style of dance is offered to Level 3 - 6 students.

2.4 Jazz Dance

Jazz dance is introduced to Pre 3, Pre 4, Level 1 and Level 2 students. These classes allow younger students to move more dynamically, lively, and energetically, providing a balance to the technical focus of early ballet training.

3.0 Class Levels and Programs

Our Children's Programs offers three categories of classes for dancers aged 3 to 16 years. These levels are an approximate guide only.

- **Tiny Ballet Programs:** Ages 3 and 4
- **Pre-Ballet Level 1–4 Programs:** Ages 5 to 8
- **Children's Level 1–8 Programs:** Ages 9 to 16

Class placement is based on age and ability, and will be confirmed after an initial free trial.

3.1 Tiny Ballet (ages 3 and 4)

Our Tiny Ballet classes welcome young students into a creative and inspiring environment, offering an engaging introduction to the world of ballet.

Each class includes:

- Structured fundamental ballet steps and principles
- Music appreciation
- Improvisation and creative activities
- Games and role-play

These classes give our youngest dancers a fun and active introduction to the beautiful art of ballet.

Time commitment:

Classes run for 30 minutes, once a week



Uniform Colours:

Female students: Pink

Male students: Black and White

Performance:

Our Tiny Ballet in-class showing takes place during the final class of Term 4 in the Grand Hall at Deepdene. This casual event allows our young dancers to experience their first performance in front of family and friends. Professional photography is provided to capture this special milestone.

3.2 Pre-Ballet Levels 1 - 4 (ages 5 to 8)

These preparatory ballet classes introduce young students to the foundations of ballet technique and artistry.

Each structured class focuses on developing:

- Spatial awareness
- Correct posture
- Coordination
- Strength
- Flexibility
- Musicality
- Artistry
- Creativity

In addition, jazz dance is included in the Pre 3 and Pre 4 schedules. These lively and energetic classes provide a vibrant contrast to the more structured nature of classical ballet, helping students explore varied movement styles.

Suggested levels and time commitments:

- **Pre 1:** 5-year-olds: Classical Ballet 45 minutes
- **Pre 2:** 6-year-olds: Classical Ballet 60 minutes
- **Pre 3:** 7-year-olds: Classical Ballet 45 minutes and Jazz Dance 30 minutes
- **Pre 4:** 8-year-olds: Classical Ballet 60 minutes and Jazz Dance 30 minutes

Levels may vary depending on individual ability and learning style.



Uniform Colours:

Female students: White

Male students: Black and White

Performance:

Term 4 is dedicated to our end-of-year show, with each student performing in a professionally produced production in December that showcases their learning throughout the year. Students rehearse their dances during class time in Term 4, with three (3) additional rehearsal days scheduled. This gives every student valuable stage experience with all the elements of a professional performance.

A performance levy is added to the Term 4 invoice to cover associated costs.

3.3 Children's Programs Levels 1 - 8 (ages 9 to 16)

Our formal classical ballet classes are based on the Russian method (Vaganova), which offers a progressive and comprehensive learning experience. Developed over a century ago by Agrippina Vaganova, this method continues to evolve. It remains one of the most respected systems in the world.

It develops musicality, strength, flexibility, control, stamina, and expressive use of the upper body, enabling dancers to achieve technical excellence and artistic freedom. This is the preferred training method for most professional ballet companies and their associated ballet schools worldwide.

In addition to ballet, students are introduced to allied dance styles:

- **Levels 1 and 2:** Jazz Dance
- **Levels 3 and 4:** Contemporary Dance and Character Dance
- **Levels 5 and 6:** Pre-Pointé/Pointé, Contemporary Dance, and Character Dance
- **Levels 7 and 8:** Pre-Pointé/Pointé and Contemporary Dance

Each level also includes Body Conditioning classes to enhance strength, range of movement, and performance quality.

Time commitment:

Students must attend all scheduled classes for their level.

- **Level 1 and 2:** Two times per week (total 3 hrs 30 minutes)
- **Level 3:** Two times per week (total 4 hrs 45 mins)
- **Level 4:** Three times per week (total 7 hrs)
- **Level 5 and 6:** Three times per week (total 6 hrs 45 mins)



- **Level 7 and 8:** Two times per week (total 5 hrs) minimum, optional third times per week (total 6 hrs 30 mins)

Additional training can be arranged through private lessons.

Uniform Colours:

- **Level 1 and 2:** Jacaranda
- **Level 3 and 4:** Cornflower Blue
- **Level 5 and 6:** Deep Purple
- **Level 7 and 8:** Navy Blue
- **Female students:** White
- **Male students:** Black and White

Formal Assessments:

Formal assessments take place at the end of Term 3 each year for those students we believe are ready, providing them with a clear goal to work towards. Industry professionals evaluate each student and provide a formal report outlining strengths and areas for improvement. An assessment fee is added to the Term 3 invoice for participating students.

Performance:

Term 4 focuses on our end-of-year show, where each student performs in a professionally produced performance in December, highlighting their progress throughout the year. Dances are rehearsed during regular class time in term 4, with three (3) additional rehearsal days scheduled. This provides students with valuable stage experience in a full-scale production.

A performance levy is added to the Term 4 invoice to cover associated costs.

Competitions:

While we are not a competitive dance school, students may participate in solo competitions if they wish. We recommend a maximum of two or three per year, with routines learned in private lessons.

3.4 Private Lessons or Small Group Lessons

These classes can be scheduled throughout the year, subject to availability, and tailored to meet each student's individual needs. Focus areas may include:



- Technique and artistry coaching.
- Injury rehabilitation and prevention.
- Additional assessment preparation.
- Learning a solo (for performance or competition purposes, we recommend no more than two or three competitions per year).
- Please note that the student/parent is responsible for handling competition entries and costume arrangements.

Parents are encouraged to watch private lessons if availability permits.

3.5 Children's Class Progressions

Students spend a minimum of one year in each level.

Ages are an approximate guide only.

Level / Class	Age	Total hours per week	Minimum Days per week	Styles
Tiny Ballet	3 and 4	30 mins	1	Classical Ballet
Pre-1 Classical Ballet	5	45 mins	1	Classical Ballet
Pre-2 Classical Ballet	6	1 hour	1	Classical Ballet
Pre-3 Classical Ballet and Jazz	7	1 hour 15 mins	1	Classical Ballet, Jazz Dance
Pre-4 Classical Ballet and Jazz	8	1 hour 30 mins	1	Classical Ballet, Jazz Dance
Level 1	9	3 hours 30 mins	2	Classical Ballet, Jazz Dance, Floor Barré
Level 2	10	3 hours 30 mins	2	Classical Ballet, Jazz Dance, Floor Barré
Level 3	11	3 hours 45 mins	2	Classical Ballet, Contemporary Dance, Floor Barré



Level 4	12	7 hours	3	Classical Ballet, Pre-Pointé (for ladies), Contemporary Dance, Floor Barré
Level 5	13	6 hours 45 mins	3	Classical Ballet, Pointé (for ladies), Contemporary Dance, Floor Barré
Level 6	14	6 hours 45 mins	3	Classical Ballet, Pointé (for ladies), Contemporary Dance, Floor Barré
Level 7	15	5 hours	2*	Classical Ballet, Pointé (for ladies), Contemporary Dance, Floor Barré
Level 8	16	5 hours	2*	Classical Ballet, Pointé (for ladies), Contemporary Dance, Floor Barré
After Level 8, students 16 years of age, may move into full-time training or our recreational Adults Program.				
* Level 7 and 8 students have the option of attending extra adult classes				

4.0 Classroom Expectations

Classroom expectations are designed to create a respectful, focused, and productive learning environment for all students.

4.1 Protocol and Etiquette

Ballet and dance have long-standing traditions of respect and good manners. Following studio etiquette helps create a calm, safe, and positive experience for all students.

4.2 Punctuality and Late Arrivals

Students must arrive on time to ensure proper preparation. Late arrivals disrupt the class, break focus, and prevent a safe warm-up.



If you arrive after class has begun, please enter the studio between exercises (not while music is playing), apologise to the teacher, and join only once you have completed your warm-up. If you are significantly late, the teacher may require you to observe rather than participate.

4.3 Attendance and Absences

As ballet is taught in groups, students are expected to attend every class where possible. Absences disrupt learning and make choreography difficult. If you cannot attend, please email melbourneinstituteofdance@gmail.com before class begins.

4.4 Class Observation

Parents and guardians are welcome to watch their child's first trial class. We ask that observers remain quiet, keep their phones on silent, and avoid video/photography to create the best environment for the students.

Viewing regular classes after the trial is not permitted, as it can be distracting. However, if a parent or guardian needs to observe a specific class, please contact us in advance at melbourneinstituteofdance@gmail.com.

5.0 Safety and Student Welfare

Our highest priority is all students' safety, wellbeing, and protection. We are committed to providing a secure and supportive environment inside and outside the studio.

5.1 Illness or Injury

Students with any infectious illness must remain at home and not attend class. Where possible, they may join the class via Zoom. Please email melbourneinstituteofdance@gmail.com at least three (3) hours before the lesson, so that we can safely adapt to their needs.

If an injury prevents attendance, please notify the school as soon as possible to discuss options for maintaining progress, such as tailored exercises at home, observing classes, or rescheduling where appropriate.

If a student has an injury or non-contagious illness but can still participate, please inform the teacher before class or email melbourneinstituteofdance@gmail.com.



5.2 Travelling to and from the Studio

Parents and guardians must come to the front door to collect children. Students are not permitted to wait outside for pick up and must remain inside the studio until collected.

If a child is to walk home alone, written permission (via email) from their parent or guardian is required. We do not recommend this for children in Tiny, Pre, or Levels 1 to 4.

Students must wear street clothes or a school tracksuit over their dance uniform when travelling to and from the studio for safety, hygiene, and presentation.

Street shoes must be worn outside the studio. Ballet or dance shoes should not be worn outdoors, as this can damage the footwear, transfer dirt onto the studio floor, and increase the risk of injury.

Official Melbourne Institute of Dance merchandise is available for purchase (optional; this is not part of the uniform): <https://melbourneinstituteofdance.deco-apparel.com/>

5.3 Students Arriving and Leaving the Studio or Theatre

For safety reasons, students must not arrive early and be left waiting outside the studio or theatre if the door is locked or no teacher is present.

Parents and guardians must come to the front door to pick up their children. Students are not permitted to wait outside for pick up and must remain inside the studio until collected.

If a child is to walk home alone, written permission (via email melbourneinstituteofdance@gmail.com) from their parent or guardian is required. We do not recommend this for any children enrolled in Tiny, Pre, or Levels 1 to 4.

Students must wear street clothes or a school tracksuit over their dance uniform when travelling to and from the studio for safety.

Street shoes must be worn outside the studio. Ballet or dance shoes should not be worn outdoors, as this can damage the footwear, transfer dirt onto the studio floor, and increase the risk of injury.

5.4 Late Student Pick-up

We do not provide after-class supervision, so students must be collected promptly at the end of their class. We understand that delays may occasionally occur. If a parent or guardian has not arrived on time, the student will be taken into the next class to sit quietly and observe. During this time, students should remain calm and avoid disturbing the lesson.

Parents or guardians should enter the studio quietly when collecting a child late to avoid disrupting any class in progress.



Note: Repeated late collection may be treated as a breach of MloD's enrolment conditions. Please also refer to Section 7.4 Supervision Before and After Class in the full Terms and Conditions for further detail.

6.0 Appearance and Uniform

Maintaining a neat and professional appearance is an essential part of dance training. It reflects the discipline of the art form and shows respect for teachers, fellow students, and the studio environment.

6.1 Grooming and Accessories

Students are expected to arrive for class well-groomed and appropriately dressed. Proper grooming supports confidence, promotes a healthy body image, and ensures safety in movement. Students who are not suitably presented may be asked to sit out or observe the class.

Hair Girls:

Hair must be secured in a classical bun with hairnets, U-shaped hairpins, bobby pins, elastics, spray gel, and a tail comb. Instruction sheets are available upon request. For Contemporary Dance, hair may be in a ponytail.

Hair Boys:

Hair should be neat and tidy, and gel should be used if necessary to keep it out of the eyes.

Jewellery:

No jewellery (including watches) is allowed in class for safety reasons. Small stud earrings are optional.

Make-up and Nail Polish:

Heavy make-up and bright nail polish are not permitted and must be removed if deemed inappropriate for class.

Personal Hygiene:

Students must maintain proper personal hygiene for the comfort of all.

Warm-up Wear and Accessories:



All students should have a school tracksuit or warm-up wear. To keep feet warm, UGG boots or dance booties are recommended (optional). All clothing and accessories should be labelled with the student's full name.

6.2 Water Bottles and Food Policy

Only water bottles are permitted in the studio. Each bottle should be labelled with the student's full name.

Food is not permitted in the studio.

6.3 Lost Property

All lost property will be kept in a designated area for one (1) term. At the end of the term, any unclaimed items will be donated to charity or disposed of. MloD is not responsible for lost, stolen, or unclaimed property.

If you believe you or your child has misplaced an item, please email melbourneinstituteofdance@gmail.com with a description, and staff will check the lost property collection.



6.4 Uniform Requirements










Children's Program students are required to wear the correct uniform, clearly labelled with their full name, to each class as set out below.









Tiny Ballet (3-4yrs)			Pre 1- 4 (5-8yrs)		
Leotard with attached shirt - Pink	Optional Cross Over – Pink		Leotard "Russian style" – White	Wrap Skirt – White	Optional Cross Over – White
Tights - Theatrical Pink - or Socks	Ballet Shoes – Full Sole – Pink	Hair accessories – to make a bun	Tights Convertible - Theatrical Pink	Ballet Shoes – Full Sole – Pink	Hair accessories – to make a bun




Level 1-2 (9-10yrs) *see notes*			Level 3-4 (11-12yrs)		
Leotard "Russian Style" – Jacaranda	Optional - Cross Over – Jacaranda	Tights Convertible - Theatrical Pink	Leotard "Russian Style" – Cornflower Blue	Optional - Cross Over – Cornflower Blue	Tights Convertible - Theatrical Pink
Ballet Shoes – Split Sole Cava's – Pink	Hair accessories – to make a bun	Hair accessories – to make a bun	Tights Convertible - Theatrical Pink	Hair accessories – to make a bun	Hair accessories – to make a bun

Level 5-6 (14-15yrs)			Level 7-8 (14-16yrs+)		
Leotard "Russian Style" – Dark Purple	Optional - Cross Over – Dark Purple	Tights Convertible - Theatrical Pink	Leotard "Russian Style" – Navy Blue	Optional - Cross Over – Navy Blue	Tights Convertible - Theatrical Pink
Ballet Shoes – Split Sole Cava's – Pink	Hair accessories – to make a bun	Hair accessories – to make a bun	Tights Convertible - Theatrical Pink	Hair accessories – to make a bun	Hair accessories – to make a bun



Tiny Ballet and Pre-Ballet Boys			Level 1-8 Ballet Boys		
					
Fitted Singlet or T-shirt – White	Fitted Bike Shorts- Black	Optional – Underwear - Skin Colour	Cap Sleeve Leotard – White	Tights - Footless Leggings – Black	Underwear / Support - Skin Colour (13+years)
					
Calf Height Socks – White	Ballet Shoes – Full Sole – White	Ballet Shoes –Split Sole canvas – White	Calf Height Socks	Ballet Shoes –Split Sole canvas – White	Ballet Shoes –Split Sole canvas – Black (level 7&8)

Contemporary - Level 3 - 8			Jazz (Pre-3 & 4 & Level 1 & 2)		
					
Same Leotard as Ballet	Footless Tights – Black	Optional – Foot Thongs - Skin colour	Same Leotard as Ballet	Fitted Short Shorts – Black	Jazz Shoes – Black
					
			Hair accessories – to make a bun		

Concert Requirements			Pointe Preference - Do not purchase till approved for pointe work		
					
From Level 1- 8 Body stockings Skin Colour	Briefs – Skin Colour – Can be worn any for classes too	Hair accessories – to make a bun	WHICHEVER SHOE SUITS FOOT BEST	SUEDE TOP CAPS S022 REQUIRED	FLEXI RIBBON S006 PREFERRED



6.5 Recommended Suppliers

Please refer to the Children's Uniform Guide on the website:

<https://www.melbourneinstituteofdance.com/childrens-uniforms>

<p>Bloch - Doncaster Westfield Doncaster, Shop G001, 619 Doncaster Rd, Doncaster VIC 3108 (03) 9848 6204 https://www.bloch.com.au/</p>	<p>Energetiks - Ivanhoe Shop 4–5, 63 Upper Heidelberg Road Ivanhoe VIC 3079 (03) 9336 1399 https://www.energetiks.com.au/</p>
<p>Ballet Emporium - Camberwell 849 Burke Rd, Camberwell VIC 3124 (03) 9070 0770 https://www.balletemporium.com.au/</p>	<p>Capezio - Elsternwick 296 Glen Huntly Rd, Elsternwick, VIC (03) 9532 8492 https://www.capezio.au/</p>



7.0 Terms and Conditions

Last Updated: November 2025

Next Review: November 2027

These Terms and Conditions apply to all students enrolled in children's programs at Melbourne Institute of Dance (MloD). By enrolling a child in any MloD class, workshop, rehearsal, performance, online session, or related activity, the student, parent, or guardian confirms that they have read and agreed to be bound by the Terms and Conditions outlined below, as well as MloD's Policies and Procedures and Code of Conduct.

These Terms, in conjunction with MloD's Policies and Procedures and Code of Conduct, form a legally binding agreement between MloD and the student, parent, or guardian.

It must be read in conjunction with MloD's full legal versions of the Policies and Procedures and Code of Conduct (available on the MloD website).

MloD may accept, decline, or discontinue a student's enrolment at its discretion where necessary for safety, wellbeing, or operational reasons. All decisions will be made in the best interests of the student and the broader MloD community.

Eligibility and Age Requirements

The Children's Program is open to students aged three (3) years old and above.

Shared Spaces

MloD conducts both adult and children's programs concurrently. As part of normal studio operations, students may share common spaces (e.g., reception areas, changing rooms, and studio corridors) with adults. All students are expected to act in accordance with MloD's Child Safety Policies and to display respectful and appropriate conduct at all times in mixed-age environments.



7.1 Payment and Enrolment

After the child's initial free trial class, payment must be made in full to attend subsequent classes. Children's group classes are paid for as term fees, not per class.

Fees are payable within fourteen (14) days of the invoice being issued. Payment may be made by credit card, cash, or direct bank transfer. Students may be refused entry if payment has not been finalised before the start of class.

Enrolment is accepted at the discretion of MloD. The School Director may decline or cancel an enrolment, cancel or reschedule classes, refuse entry to any class, or change the allocated teacher at any time. Reasonable notice will be provided where practicable.

7.2 Cancellations, Refunds, and Credits

MloD does not offer refunds for missed classes, change of mind, or withdrawal after enrolment.

Where MloD cancels a class or course and cannot offer a reasonable alternative, a credit or refund will be provided in accordance with Australian Consumer Law (ACL). Nothing in these Terms limits your rights under the ACL.

Subject to availability and at MloD's discretion, missed classes may be made up within the same term and will not be carried over to the next term. Make-up classes must be within the same or a lower level than the child's current class.

Where a student is unable to attend in person, an online alternative may be offered via Zoom. A request must be emailed to melbourneinstituteofdance@gmail.com at least three (3) hours before the scheduled class.

7.3 Risk, Health, and Responsibility

To provide a safe environment, it is the parent or guardian's responsibility to ensure the child is medically fit to participate and to follow the teacher's safety instructions.

The child's parent or guardian:

- Acknowledges that their child is participating in dance classes at MloD at their own risk.
- Will not hold MloD or its teachers liable for any injury, or for any consequence of an injury, sustained while at MloD.
- Takes full responsibility for their child's injury.



For online or remote classes, families must ensure a suitable and unobstructed space, secure device placement, and appropriate footwear. MloD is not responsible for injuries resulting from unsafe home environments.

Parents or guardians must disclose any relevant injuries, allergies, or medical conditions before participation and seek appropriate medical advice as necessary.

In an emergency, MloD may administer first aid or seek medical assistance on behalf of the child. Any costs incurred remain the responsibility of the parent or guardian.

Shared Spaces with Adults

MloD conducts both children's and adult-level programs concurrently. Students may share common areas such as foyers, corridors, changing rooms, and studios. Children must not approach or engage with adult students unless under teacher supervision and in accordance with MloD's Child Safety Policies.

All students are expected to behave respectfully and appropriately in shared spaces at all times.

7.4 Supervision Before and After Class

Parents or guardians are responsible for supervising their child before class begins and immediately after class concludes. MloD does not provide before- or after-class supervision unless otherwise arranged in writing.

Students must be collected promptly at the end of class. In the event of late collection, the child will be supervised quietly within another class. Parents or guardians must enter the studio quietly when collecting a late child to avoid disruption.

Repeated late collection may result in a review of the student's enrolment.

7.5 Illness and Attendance

Students must not attend class if unwell or displaying symptoms of a potentially infectious illness. MloD may require a student to leave class or stay home if illness is suspected for the safety and wellbeing of others.



7.6 Educational Aids (Video/Photo for Teaching)

MloD may use limited video or photography during class for teaching and feedback purposes only. These materials will not be used publicly unless image consent has been provided under 7.8. Image Use and Publication (Content-Based).

7.7 Photography and Recording (In Class)

Filming or photography by students, parents, or visitors during class is not permitted.

After class, and only with the teacher's permission, limited photos or short videos may be taken, provided no other students are captured without consent.

7.8 Image Use and Publication (Consent-Based)

With consent, MloD may use authorised photographs or videos for promotional, educational, or community purposes. This may include, but is not limited to, publication on the MloD website, social media channels, print materials, or internal studio displays.

Consent applies to both individual and group images. To protect privacy, images will generally be used without names unless additional permission is provided.

All use of images, video, or audio featuring consenting participants is royalty-free and non-compensable.

Consent may be withdrawn at any time by emailing melbourneinstituteofdance@gmail.com. Withdrawal applies to future use only. MloD will take reasonable steps to remove images within its control; however, it cannot guarantee the removal of printed or third-party-shared content.

Students who do not consent will be supported in avoiding capture during authorised photography or filming. Image-use limitations may impact participation in public performances, as well as related media classes and events.



7.9 Communication and Detail Updates

Students, parents, and guardians consent to receive notices and communications electronically (email). For urgent changes (e.g., less than 24 hours' notice), MloD may contact families by email, phone, or SMS. Notices delivered electronically will be deemed to be in writing.

Parents and guardians must ensure MloD has current and accurate contact, medical, and emergency information at all times. Any updates must be provided in writing via email.

Updating Contact and Medical Information

Students, parents, and guardians must ensure MloD has current and accurate contact and medical information at all times. Any changes to personal details, emergency contacts, or medical information must be notified via email to melbourneinstituteofdance@gmail.com.

7.10 Personal Property

Personal belongings are brought to the studio at the student's own risk. MloD is not responsible for loss of, or damage to, personal property.

7.11 Behaviour and Conduct

All students must comply with MloD's Children's Code of Conduct and behave respectfully and safely at all times. MloD may suspend or cancel participation without refund where behaviour compromises safety, wellbeing, or studio integrity, or breaches these Terms and Conditions or MloD Policies and Procedures.

7.12 Amendments, Governing Law, and Acceptance

MloD may update these Terms to reflect changes in safety, operational or legal requirements. The most current version will be available on the MloD website.

The laws of the State of Victoria, Australia, govern these Terms and Conditions.

By enrolling or participating in any MloD class, the parent or guardian accepts these Terms and Conditions as legally binding.



Policies and Procedures

Summary of the Full Legal Document

Last Updated: November 2025

Next Review: November 2027

The Policy and Procedures form part of the legally binding agreement between each student, parent or guardian, and Melbourne Institute of Dance (MloD). This is a summary of that document. The full document can be found on the MloD website.

<https://www.melbourneinstituteofdance.com/policies>

The Policies and Procedures, Code of Conduct (available on the MloD website), and Terms and Conditions contained in this Handbook form the complete legal and operational framework of MloD.

The purpose of this Policy and Procedure is to ensure that all children and young people at Melbourne Institute of Dance (MloD) are safe, respected, and supported.

8.0 Policies and Procedures

These Policies and Procedures apply to all students enrolled in children's programs at Melbourne Institute of Dance (MloD). They outline the operational standards, expectations, and safeguards that ensure MloD provides a safe, respectful, and nurturing environment for all students.

Together with MloD's Terms and Conditions and Code of Conduct, they form a key part of the legally binding agreement between MloD and each student, parent, or guardian.

8.1 Statement of Commitment to Child Safety

- MloD is dedicated to creating a safe, nurturing environment for all children
- Zero tolerance for child abuse
- Commitment to cultural safety, disability inclusion, and equal opportunity
- Every person at MloD plays a role in maintaining a child-safe environment



8.2 Code of Conduct (Reference Only)

All children, parents, and guardians must comply with MloD's Children's Code of Conduct.

- The full Code is on the MloD website
- A summary appears in Section 9.0 of this Handbook

8.3 Professional Conduct and Physical Contact

Instructional touch may be used to teach correct technique safely.

- Touch must be necessary, respectful, and explained
- Children may say "no" at any time
- All touch occurs in supervised settings
- Concerns may be raised with the Director

8.4 Bullying and Harassment

MloD promotes kindness, inclusion, and respect.

- Bullying or harassment of any kind is not accepted
- Parents or students should report concerns promptly
- MloD responds sensitively and confidentially

8.5 Privacy and Data Protection

Personal information is protected and used only for legitimate school purposes.

- Photos and videos are used only with parent/guardian consent

8.6 Complaints and Concerns

Parents or guardians may raise concerns with a teacher or submit them by email.

- MloD responds promptly
- Child safety always takes priority



8.7 Health, Safety, and Wellbeing

Children must be medically fit to participate and any conditions must be disclosed at enrolment.

- Safe dance practice is expected from all students
- Emergency procedures must be followed at each venue
- Students, Parents and Guardians must follow the correct arrival (drop-off) and departure (pick-up) procedures to collect your child from the front door at the studio or the stage door at the theatre; do not allow children to wait outside alone before or after class.

8.8 Emergency Evacuation and Lockdown

All students must:

- Know emergency exits and follow instructions
- Wait at designated assembly points until cleared to return
- Listen and follow staff instructions
- If needed, stay inside and lock the doors

8.9 COVID-19 Safety Guidelines

Children must not attend class when unwell.

- Families must follow Victorian Government advice for positive cases or respiratory illness
- MIOD maintains cleaning and hygiene measures

8.10 Social Media and Digital Communication

To protect children:

- Staff must not privately message students
- Contact occurs through a parent or guardian
- Sharing photos or videos of other children without consent is not allowed



8.11 Online Safety and Communication Boundaries

Digital contact with minors must remain transparent and professional.

- Staff cannot use personal social media or private messaging apps to contact children
- Communication must be supervised and documented

8.12 Programming and Content (Music and Choreography)

All content must be age-appropriate, respectful, and suitable for children.

- No explicit lyrics or adult themes
- Choreography and costuming must also be child-safe

8.13 Artificial Intelligence (AI), Digital Image Generation, and Intellectual Property

Students must use Artificial Intelligence (AI) tools responsibly.

Reproducing, altering, or generating images or videos of yourself or others using AI, whether realistic, stylised, humorous, or exaggerated, is not permitted without explicit consent from all individuals depicted.

Students must not:

- Create AI-altered or AI-generated images or videos of other students or staff
- Use AI tools to reproduce choreography, class content, or studio materials
- Upload MloD images, videos, or branding into AI systems
- Use AI to copy, mimic, or simulate another person's likeness, voice, or movements
- AI use must always respect privacy, consent, intellectual property rights, and MloD's commitment to safety and professionalism.

Any misuse of AI may result in disciplinary action.

8.14 Recruitment and Screening (Child Safety)

Everyone working with children must meet strict screening requirements.



- WWCC, identity, and reference checks
- Signed child-safety documentation
- No unsupervised contact until screening is complete

8.15 Shared Studio Use

MloD runs concurrent adult and children's programs. Shared studio spaces include, but are not limited to, reception areas, changing rooms, foyers, corridors, waiting areas, and studios.

To ensure safety:

- Adult students must comply with all MloD Child Safety Policies
- Behaviour in shared spaces is supervised by MloD staff
- Children are not to be approached or engaged by adult students except under teacher supervision and in accordance with MloD policies
- Child safety expectations apply to all staff, visitors, and adult students

8.16 Teacher Training, Supervision, and Ongoing Compliance

Teachers receive ongoing training in child safety and appropriate conduct.

- MloD monitors compliance
- Concerns may result in removal from duties

8.17 Changes to Policies

Policies are reviewed regularly and updated when required.

- Families will be informed of significant changes
- Continued participation indicates acceptance of updated policies



9.0 Code of Conduct

Last Updated: November 2025

Next Review: November 2027

The Code of Conduct forms part of the legally binding agreement between each student, parent or guardian, and Melbourne Institute of Dance (MloD).

It must be read in conjunction with MloD's full legal versions of the Policies and Procedures (available on the MloD website), and with the Terms and Conditions contained in this Handbook. These documents form MloD's complete legal and operational framework.

The purpose of this Code of Conduct is to ensure that all children and young people at Melbourne Institute of Dance (MloD) are safe, respected, and supported.

It outlines the behavioral expectations for students enrolled in children's classes and the responsibilities of adults in the community to protect them from harm.

This Code applies to:

- All students enrolled in children's classes
- Parents and guardians
- Teachers, assistants, contractors, and volunteers
- Visitors participating in MloD classes, events, or activities

9.1 Our Commitment to Children

MloD is a child-safe organisation. We believe every child has the right to:

- Feel safe and be safe
- Be treated with kindness and respect
- Participate in a welcoming and inclusive environment
- Speak up if something feels wrong or uncomfortable
- Have their concerns listened to and taken seriously



9.2 Behaviour Expectations for Students

Students are expected to:

- Treat others with kindness and respect
- Listen to their teacher and follow instructions that keep everyone safe
- Use safe dance practice
- Include others and help make sure no one feels left out
- Respect studio equipment and shared spaces

If a student sees behaviour that is unsafe or unkind, they should tell a teacher or trusted adult. MloD will respond respectfully and confidentially to ensure the safety of everyone involved.

MloD will always respond to any concern about a child's safety, wellbeing, or behaviour, and take appropriate action in line with our Child Safety Policies.

9.3 Respectful Community Conduct

All students, parents, and guardians must:

- Avoid teasing, bullying, excluding, or intimidating others
- Speak kindly to classmates and teachers
- Treat differences and personal boundaries with respect
- Behave safely in both face-to-face and online environments

9.4 Responsibilities of Parents and Guardians

Parents and Guardians are expected to:

- Support a safe and cooperative studio environment
- Model respectful behaviour when visiting the studio or attending events
- Help their child understand and follow this Code of Conduct
- Notify MloD promptly if safety or wellbeing behaviour concerns arise (preferably by email)
- Follow the correct arrival (drop-off) and departure (pick-up) procedures to collect your child from the front door at the studio or the stage door at the theatre; do not allow children to wait outside alone before or after class.



9.5 Shared Spaces and Safety

Children's classes may run concurrently with Adult classes, and students may share foyers, corridors, waiting areas, and changing rooms.

Students, parents, and guardians must:

- Behave respectfully and appropriately in these shared areas
- Be mindful of MloD's child safety expectations and professional boundaries
- Avoid unnecessary interaction with adults unless directed or supervised by MloD staff
- Respect the privacy and personal space of all students, regardless of age
- Follow staff instructions to ensure safety and comfort for everyone
- All students must be mindful of MloD's child safety expectations in shared or mixed-age learning environments

9.6 Safe Physical Contact in Dance

As part of learning dance, teachers may sometimes provide physical guidance to help with safe technique, posture, or movement.

- Teachers will explain the purpose before touching
- Physical contact will only happen in an open and respectful way
- Students can say "no" at any time
- Touching private areas is strictly not allowed
- Students should tell a trusted adult if any physical touch makes them feel uncomfortable or uneasy.

9.7 Reporting Safety Concerns

Students are encouraged to speak up if they:

- Feel unsafe, worried, or uncomfortable
- See behaviour that is unkind or harmful
- Are unsure what to do in a situation

Students can talk to:

- Their teacher
- The School Director



- Their parent or guardian, who can contact MloD on their behalf

All concerns will be listened to and acted upon.

Parents or guardians may also email the School Director at melbourneinstituteofdance@gmail.com if they wish to raise a concern in writing.

9.8 Digital Behaviour and Online Conduct

Students, parents, and guardians must behave respectfully online whenever they represent or interact with MloD.

Students, parents, and guardians must not:

- Post images or videos of other students without permission
- Share class choreography or studio material without approval
- Use digital platforms to exclude, tease, or harm others
- Use communication platforms that are not age-appropriate or approved by MloD

This ensures online safety, privacy, and respect within all MloD programs.

9.9 Attendance, Punctuality, and Class Conduct

Purpose:

To maintain respect for the learning environment and ensure classes run efficiently.

Students are expected to:

- Arrive on time and prepared for class
- Notify the studio in advance if you are unable to attend
- Refrain from disruptive behaviour or excessive conversation during instruction
- Respect the teacher's authority and maintain focus throughout the class
- Refrain from attending class under the influence of alcohol, drugs, or any substance that may impair performance or safety



9.10 Health, Safety, and Injury Disclosure

Purpose:

To help keep every student safe and healthy during classes. MloD takes care to ensure classes are safe and supervised.

Student must:

- Always follow the teacher's instructions and tell your teacher right away if you feel unwell, dizzy, or hurt
- Inform your parent or guardian of any injuries or illnesses before attending class
- Follow the teacher's instructions carefully to avoid accidents or injuries
- Know that teachers may get first aid or emergency help if necessary
- Follow MloD's Emergency and Evacuation Procedures as explained by their teacher and displayed at each venue

9.11 Use of Studio Facilities

Purpose:

To ensure a respectful, safe, and professional environment for all.

- Studio property, mirrors, sound systems, and equipment must be treated with care
- Eating is not permitted inside studios; water only is allowed
- Mobile phones must be silenced during class
- Personal belongings should be stored neatly in designated areas
- Changing rooms and common areas must be used respectfully, keeping noise and clutter to a minimum
- Report any concerns to a teacher if something in a shared area makes you feel uncomfortable or unsafe

9.12 Privacy and Confidentiality

Purpose:

To protect the personal information and dignity of all MloD community members.



- Students, parents, or guardians must not disclose personal information about other students or staff without consent
- Class or rehearsal content, choreography, or creative ideas shared by teachers are considered intellectual property of MloD and must not be distributed or copied
- Any personal or sensitive matters discussed with staff or management must remain confidential, unless disclosure is required by law or to address safety concerns.

9.13 Photography, Filming, and Social Media

Purpose:

To protect the rights and privacy of all participants in MloD programs.

- Students may not photograph or film others in class or backstage without explicit permission from MloD and those involved
- Photography or filming for MloD marketing or educational purposes will only occur with prior consent
- Students who have not given consent will be supported in avoiding capture during media recording
- Consent may be withdrawn at any time by emailing melbourneinstituteofdance@gmail.com, but withdrawal applies to future use only
- Images or videos of MloD classes must not be posted online without written approval.

9.14 Substance Use and Professional Conduct

To help keep everyone at MloD safe, healthy, and focused during classes and performances.

Children must:

- Never use or bring drugs, alcohol, or any unsafe substances to class, rehearsals, or performances.
- Never come to class if they have taken something that could make them feel unwell, dizzy, or unable to dance safely.
- Understand that smoking and vaping are not allowed anywhere inside or near MloD venues.
- Report any concerns to a teacher immediately if you see something unsafe or worrying involving substances.



9.15 Equal Opportunity and Anti-Discrimination

To uphold MloD's commitment to fairness, equality, and inclusion in all programs.

MloD provides a learning environment free from discrimination, harassment, or victimisation. All participants are entitled to equal treatment regardless of age, gender, sexual orientation, race, cultural background, religion, disability, or personal circumstance.

Students must treat all members of the MloD community with dignity and respect, consistent with the *Equal Opportunity Act 2010 (Vic)* and MloD's Diversity and Inclusion values.

9.16 Agreement, Enforcement, and Review

This Code of Conduct helps everyone at MloD maintain a safe, respectful, and kind environment.

When a child is enrolled, their parent or guardian agrees that both they and their child will follow this Code and all MloD Policies and Procedures.

If a child does not follow the Code, MloD will work with the student and their parent or guardian to find a fair and supportive solution.

In serious cases, MloD may need to suspend or cancel enrolment to protect the safety and wellbeing of others.

This Code is reviewed regularly to ensure it remains up to date with Victorian laws and child safety requirements.



10.0 Term Fees

Fee Structure: Children's group classes are charged as term fees, not per class.

Payment Schedule: Payment is required at the commencement of each school term or before the student's first class. Failure to do so may result in the student not being permitted to attend class.

Payment Methods: As per 10.1 Payment Options, payments may be made via direct bank deposit or cash. Credit card payments are accepted but will incur a processing fee.

Discounts: A sibling discount of 5% applies to term fees.

Exclusions: Term fees do not cover private lessons, exam fees, performance levies, or costumes.

For payment obligations and enrolment conditions, refer to Terms and Conditions Section

10.1 Payment Options

For conditions relating to payment obligations and enrolment acceptance, refer to Terms and Conditions 7.1 Payment and Enrolment. Fees are due within 14 (fourteen) days of the invoice being mailed. Payments may be made by cash, credit card (Visa, Mastercard or Amex), or direct bank deposit.

When paying by bank transfer, please include your full name and invoice number (or class description) in the payment reference to ensure it is correctly recorded.

Direct Deposit Details:

Account Name: Kalman Warhaft

BSB: 083 166

Account Number: 73 276 2836

Please allow 1–2 business days for transfers to clear.

Class entry may be declined if payment has not been received or verified. Please pay via direct deposit, ensuring you clearly reference the student's full name, the primary contact's name, and the invoice number.



10.2 Term Fee Structure

Fee Structure 2026 **Term Fees (based on 10 weeks, pro rata for variations)**

Class	Weekly Duration	Cost per 10 Week Term
Tiny Ballet	30 minutes	\$165.00
Pre-Ballet 1	45 minutes	\$210.00
Pre-Ballet 2	1 hour	\$280.00
Pre-Ballet 3 & Jazz Dance	1 hour 15 minutes	\$350.00
Pre-Ballet 4 & Jazz Dance	1 hour 30 minutes	\$405.00
Level 1 & 2	3 hours 30 minutes	\$717.50
Level 3	4 hours 45 minutes	\$973.75
Level 4	7 hours	\$1365.00
Level 5 & 6	6 hours 45 minutes	\$1316.25
Level 7 & 8	5 hours	\$975
Level 8's doing an extra Adult class	1 hour 30 minutes (per class)	\$30.00 (per class)

10.3 Additional Expenses

Term 3: Assessment Fees:

- Payable at the time of assessment enrolment - Term 3 invoice.
- Covers the assessor's fee, written report, and certificate costs.
- Available to all Level 1- 8 students who are ready for assessment (not offered to Tiny or Pre dancers).
- These fees will be included in your Term 3 invoice.

Term 4: Annual Production Fees – Costume Levy:

- This all-inclusive fee covers artistic development and choreography, one costume hire, theatre hire, a DVD or digital video file, extra general and dress rehearsals, and more.
- This applies to all Pre 1–4 and Level 1–8 students (\$180). Not offered to Tiny dancers.
- If more than one costume is required, an additional costume hire fee of \$40 will be added.
- These fees will be included in your Term 4 invoice.



Private Lessons (Year-Round):

- Private lessons may be arranged at any time during the year.
- Fees cover teacher and studio hire.
- Cancellations require a minimum of 24 hours' notice; otherwise, the full fee will be charged.
- Parents are welcome to observe private lessons where possible.



11.0 Term Dates 2026

Melbourne Institute of Dance follows the Victorian school term calendar, with adjustments for public holidays and studio events.

- Exact term dates, public holiday closures, and special events are published annually on our website and in the yearly update to this handbook.
- Classes are not held on Victorian public holidays.
- Special events such as Parent Viewing Week, Assessments, and Solo Showing Night are scheduled within the year and communicated in advance.
- Term dates and events vary each year, so please check the schedule for accurate information.

Term 1:

Monday 2 February - Sunday 29 March (8 weeks)
No class on Labour Day (Monday 9 March)

Term 2:

Monday 20 April - Sunday 28 June (10 weeks)
No class on King's Birthday (Monday 8 June)

Term 3:

Monday 13 July - Sunday 20 September (11 weeks)

Parent Viewing Week Levels 1 to 8: Friday 28 August - Thursday 3 September
Assessments Levels 1 to 8: Friday 4 and Saturday 5 September
Solo Showing Night (for students learning solos in private lessons): Friday 11 September

Term 4:

Monday 5 October - Monday 7 December (9 weeks)
No class on Melbourne Cup Day (Tuesday 3 November)

Tiny Dancers Showing (Deedene Hall): 8:30 and 9:00 am Saturday 28 November

Compulsory Events for all Pre 1, 2, 3, 4 and Levels 1 to 8:

General Rehearsals: Saturday 28 November and Saturday 5 December
Dress Rehearsal (The Round Theatre): Monday 30 November
Gala (The Round Theatre): Monday 7 December



By enrolling at Melbourne Institute of Dance, students acknowledge that they have read and agree to the terms outlined in this handbook.

MloD values the discipline of classical training, the joy of movement, and the personal growth that children bring to the studio. The school is proud to support each student's development as both a dancer and a contributing member of the MloD community, fostering ongoing engagement in the art of dance.

We look forward to nurturing your passion for dance - one step at a time!